

Pittsburgh Center for Arts & Media
Report of Mismanaged Administrative Spending
March 20th, 2019

Summary of Mismanaged Administrative Spending

Unnecessary Expenses: Due to Poor/Lack of Planning- Melwood Move

| Date | Vendor | Description | Amount |
|------------------|-----------------------------------|---|---------------------|
| 12/20/2018 | FTBA- Henton Electrical | Unnecessary/unused electrical work on Gallery D (Marshall Building) | \$ 9,659.00 |
| 12/4/18-1/10/19 | Windstream | Telephone payments for unusable phones | \$ 3,620.88 |
| 12/3/18-2/4/19 | Great American Financial Services | Unreturned/unused Toshiba phones | \$ 2,141.40 |
| 12/7/18-12/13/18 | Petty Cash | Last minute rush to move out of Melwood - pay movers @ \$50/hr | \$ 1,350.00 |
| 1/1/19-2/28/19 | Obs-Elevator | Elevator service contract not terminated at Melwood Building | \$ 720.96 |
| 2/5/2019 | Pacific Teammanagement Services | Pav Phone uninstalled & taken from Melwood Building - no receipt or record - lost phone fee | \$ 500.00 |
| 11/27/18-2/21/19 | Verizon | Telephone/fax line for Melwood/Scarfe for unusable phones | \$ 359.85 |
| 1/3/2019 | Kaylyn Shearer | Bonus for Melwood move | \$ 300.00 |
| | | | \$ 18,602.07 |

Expenses due to Negligence/Mismanagement - Administration

| | | | |
|----------------|---------------------|--|--------------|
| 2/1/19-3/1/14 | Pittsburgh Computer | Database work - never received finished product | \$ 52,000.00 |
| 5/1/18-2/28/19 | CMIT Solutions | Unused IT service contract never officially terminated | \$ 39,600.00 |
| 7/3/17-8/27/18 | UPMC | Last premium due to mismanagement | \$ 5,628.14 |

Redundant Expenses - Administration

| | | | |
|----------------|------------------------|----------------------------------|----------------------|
| 8/1/16-6/30/18 | Oxford Development | Administrative fee @ \$481/Month | \$ 107,544.00 |
| 5/1/16-5/30/17 | Acuity Human Resources | Monthly retainer @ \$1975/Month | \$ 25,675.00 |
| | | | \$ 133,219.00 |

GRAND TOTAL

Other Comments:

Consultants- Dorinda has also signed another contract with Hannah Arnold for a retainer of \$1,000/month, instead of paying her as needed/by project. Paying a consultant \$1,000/month retainer is not cost effective, especially when you also have a full-time marketing staff and the company is operating at an over \$1,000,000 deficit. She has also begun negotiating another contract with Jen Boughner, because she claims she is unable to fulfill her development responsibilities (grant writing & management) by herself.

Budget- Dorinda gave the board a 3 year budget, which she did on her own, not consulting the Controller or any department managers. This is not proper protocol. The FY April 15th for review along with their key assumptions. Finance reviews each individual budget and meets with the manager. After a certain process, a preliminary budget is put together. Dorinda cannot and is not capable of accurately putting together a realistic/factual budget for PCAM on her own.

Vendor Balances for Pittsburgh Filmmakers_Pittsburgh Center for the Arts

Vendor: ftba - FTBA- Henron Electrical

Vendor Balance: 0.00

*Lookup**From: All**Activity*

| <u>Document Number</u> | <u>Document Date</u> | <u>Document Description</u> | <u>Amount Paid</u> |
|------------------------|----------------------|---|---------------------------|
| 5629 | 12/17/2018 | REPAIRS TO GALLERY D \$ AND EXHIBITION STORAGE AREA | \$ 9,659.00 |
| | | | <u>\$ 9,659.00</u> |

Comments:

Unnecessary electrical work done in Gallery D. Due to poor communication and poor planning nearly \$10,000 was spent in electrical work that is not going to be used, because the work was done in the wrong room. PCAM invested this money in capital repairs for electrical work that will not be used, in a building we don't own.

Thank you for being a part of the FTBA Team!

Invoice



FTBA

A Division of Heesun Electrical Resources, Inc.

P.O. Box 121

Valencia, PA 16059

(724)898-0082

INV-6319

| | |
|------------|-----------|
| Date | Invoice # |
| 12/17/2018 | 5629 |

BILLET

Pittsburgh Filmmakers/PCA
John Fleming
6300 Fifth Avenue
Pittsburgh, PA 15232

Vendor Balances for Pittsburgh Filmmakers_Pittsburgh Center for the Arts

Vendor: WINDSTRENT - WINDSTREAM ENTERPRISE

Vendor Balance: 0.00

*Lookup**From: All**Activity*

| <u>Document</u> | <u>Document Date</u> | <u>Document Description</u> | <u>Amount Paid</u> |
|-----------------|----------------------|-----------------------------|---------------------------|
| Number | | | |
| 70776902 | 12/4/2018 | ACCT# 4784858 | \$ 774.38 |
| 70897530 | 1/4/2019 | ACCT# 4784858 | \$ 1,189.66 |
| 71082290 | 2/4/2019 | ACCT# 4784858 | \$ 993.93 |
| 71082290 | 3/4/2019 | ACCT# 4784858 | \$ 662.89 |
| | | | <u>\$ 3,620.86</u> |

Comments:

Vendor not contacted for unused telephone services contract. Before the switch to Consolidated Communications, PCAM paid for phone services that went unused due to the fact that the Marshall & Scaife buildings did not have working telephones for almost 3 months.

~~LINDSTREAM
ENTERPRISE~~

For Customer Service Correspondence:
ATTN: Customer Care
PO Box 3177
Cedar Rapids, IA 52406-3177

Billing Invoice

Return Service Requested

Check here for change of address (note changes below)

| Account Number | Invoice Date | Total Amount Due |
|----------------|--------------|------------------|
| 4784868 | Dec 04, 2018 | \$765.63 |
| Invoice Number | Due Date | Amount Enclosed |
| 70776902 | Dec 23, 2018 | |

5466000155 PRESENT PBPS001 <8>
PITTSBURGH FILMMAKERS
8300 6TH AVE
PITTSBURGH PA 15232-2922

Remit Payment To:
Windstream
P.O. Box 9001013
Louisville KY 40290-1013

0000000000000478485851812238000007656318120400000707759027

Please detach and return above portion with your payment.

WINDSTREAM
ENTERPRISE

For Customer Service Correspondence:
ATTN: Customer Care
PO Box 3177
Cedar Rapids, IA 52408-3177

Account Summary - Invoice 70775902

| | |
|--|----------------------------|
| Previous Total | \$1,584.75 |
| Payments Applied - Thank You | <u>(\$1,584.75)</u> |
| Balance Forward | \$0.00 |
| Monthly Charges | \$581.10 |
| Usage Charges | \$8.61 |
| Credits | \$0.00 |
| Other Charges | \$23.48 |
| Taxes and Surcharges | <u>\$152.44</u> |
| New Charges - Due by Dec 23, 2018 | <u>\$765.63</u> |
| TOTAL INVOICE AMOUNT | <u>\$765.63</u> |

| Account Number | Invoice Date | Total Amount Due |
|----------------|--------------|------------------|
| 4784858 | Dec 04, 2018 | \$765.63 |

Important Messages

How to Reach Our Customer Care Center

We are committed to answering your questions about our service, explaining all aspects of your monthly bill, and providing you with the personal attention you deserve. To contact Windstream, please refer to the "Contact Us" section on this page. Our Care representatives are available Monday - Friday, 8 a.m. - 6 p.m. (EST) for all billing, order, and general questions. For repair questions and needs, please contact our Repair Center where representatives are available 24 x 7.

Thank You

Thank you for choosing Windstream as your communications service provider. We value you as our customer and appreciate your business.

Windstream Online

Manage your Windstream services directly and review invoice details, charge descriptions, and payment history at windstreamenterprise.com/login.

Contact Us

Billing: 1-800-600-5050 or windstreamenterprise.com/login
E-mail: WindstreamCustomerSupport@windstream.com
Repair: 1-800-600-5050
Web site: windstreamenterprise.com
PIN: 5769

\$8.75 conv. fee
total \$14.58

Condit 272545167

WINDSTREAM
ENTERPRISEFor Customer Service Correspondence:
ATTN: Customer Care
PO Box 3177
Cedar Rapids, IA 52406-3177

Billing Invoice

Return Service Requested

 Check here for change of address (note changes below)

8595000537 PRESORT PBPS003
 [REDACTED]
 PITTSBURGH FILMMAKERS
 6300 5TH AVE
 PITTSBURGH PA 15232-2922

| Account Number | Invoice Date | Total Amount Due |
|----------------|--------------|------------------|
| 4784858 | Jan 04, 2019 | \$1,189.66 |
| Invoice Number | Due Date | Amount Enclosed |
| 70897530 | Jan 23, 2019 | |

INV-6343

Remit Payment To:
Windstream
P.O. Box 9001013
Louisville KY 40290-1013

0000000000004784858519012300001189661901040000708975306

WINDSTREAM
ENTERPRISEFor Customer Service Correspondence:
ATTN: Customer Care
PO Box 3177
Cedar Rapids, IA 52406-3177

Please detach and return above portion with your payment

| Account Number | Invoice Date | Total Amount Due |
|----------------|--------------|------------------|
| 4784858 | Jan 04, 2019 | \$1,189.66 |

Account Summary - Invoice 70897530

| | |
|-----------------------------------|--------------------------|
| Previous Total | \$765.63 |
| Payments Applied - Thank You | <u>(\$765.63)</u> |
| Balance Forward | \$0.00 |
| Monthly Charges | \$581.10 |
| Usage Charges | \$1.03 |
| Credits | \$0.00 |
| Other Charges | \$396.00 |
| Taxes and Surcharges | <u>\$211.53</u> |
| New Charges - Due by Jan 23, 2019 | <u>\$1,189.66</u> |
| TOTAL INVOICE AMOUNT | <u>\$1,189.66</u> |

Important Messages**How to Reach Our Customer Care Center**

We are committed to answering your questions about our service, explaining all aspects of your monthly bill, and providing you with the personal attention you deserve. To contact Windstream, please refer to the "Contact Us" section on this page. Our Care representatives are available Monday - Friday, 8 a.m. - 6 p.m. (EST) for all billing, order, and general questions. For repair questions and needs, please contact our Repair Center where representatives are available 24 x 7.

Thank You

Thank you for choosing Windstream as your communications service provider. We value you as our customer and appreciate your business.

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Manage your Windstream services directly and review invoice details, charge descriptions, and payment history at windstreamenterprise.com/login.

Contact Us

Billing: 1-800-600-5050 or windstreamenterprise.com/login
 E-mail: WindstreamCustomerSupport@windstream.com
 Repair: 1-800-600-5050
 Web site: windstreamenterprise.com
 PIN: 5759

12/4/18

1/4/19

WINDSTREAM
ENTERPRISEFor Customer Service Correspondence:
ATTN: Customer Care
PO Box 3177
Cedar Rapids, IA 52406-3177

Billing Invoice

Return Service Requested

 Check here for change of address (note changes below)

5014000448 PRESORT PBPS002 <8>
 PITTSBURGH FILMMAKERS
 6300 5TH AVE
 PITTSBURGH PA 15232-2922

Case # 119a63
 Disconnect
 3/11/19

Remit Payment To:
Windstream
P.O. Box 9001013
Louisville KY 40290-1013

000000000004784658519032300001656821903040000710822907

Please detach and return above portion with your payment

WINDSTREAM
ENTERPRISEFor Customer Service Correspondence:
ATTN: Customer Care
PO Box 3177
Cedar Rapids, IA 52406-3177

| Account Number | Invoice Date | Total Amount Due |
|----------------|--------------|------------------|
| 478468 | Mar 04, 2019 | \$1,656.82 |
| Invoice Number | Due Date | Amount Enclosed |
| 71082290 | Mar 23, 2019 | |

Account Summary - Invoice 71082290

| | |
|------------------------------------|-------------------|
| Previous Total | \$993.93 |
| Payments Applied | <u>\$0.00</u> |
| Balance Forward - Due upon receipt | \$993.93 |
| Monthly Charges | \$575.10 |
| Usage Charges | \$0.00 |
| Credits | (\$74.67) |
| Other Charges | \$26.91 |
| Taxes and Surcharges | <u>\$135.65</u> |
| New Charges - Due by Mar 23, 2019 | <u>\$662.89</u> |
| TOTAL INVOICE AMOUNT | \$1,656.82 |

Windstream Online

Manage your Windstream services directly and review
 invoice details, charge descriptions, and payment
 history at windstreamenterprise.com/login.

Contact Us

Billing: 1-800-600-5050 or windstreamenterprise.com/login
 E-mail: WindstreamCustomerSupport@windstream.com
 Repair: 1-800-600-5050
 Web site: windstreamenterprise.com
 PIN: 5759

Important Messages**Annual TRS Relay**

Telecommunication Relay Service (TRS) is a telephone service that allows persons with hearing or speech disabilities to place and receive telephone calls. TRS use operators, called communications assistants (CAs), to facilitate telephone calls between people with hearing and speech disabilities and other individuals.

Simply dial 711 to be automatically connected to a TRS operator.

911 calls

In the event of an emergency, TTY users should call 911 directly.

TRS Services Available:

Text-to-Voice TTY-based TRS
 Voice Carry Over
 Speech-Speech Relay Service
 Shared Non-English Language Relay Services
 Captioned Telephone Service
 IP Captioned Telephone Service
 Internet Protocol Relay Service
 Video Relay Service (VRS)

Video and Internet-based relay services
 call 1-888-225-5322; TTY 1-888-835-5322; ASL
 1-844-432-2275

For more information on TRS, see the FCC Consumer Guide
 or visit:
<https://www.fcc.gov/consumers/guides/telecommunications-relay-service-trs>

To File a Complaint, visit
<https://consumercomplaints.fcc.gov>

(Additional Messages found on page 2)

Vendor Balances for Pittsburgh Filmmakers_Pittsburgh Center for the Arts

Vendor: GREAAME - GREATAMERICA FINANCIAL SVCS.

Vendor Balance: 0.00

*Lookup**From: All**Activity*

| <u>Document</u> <u>Number</u> | <u>Document Date</u> | <u>Document Description</u> | <u>Amount Paid</u> |
|----------------------------------|----------------------|-----------------------------|---------------------------|
| 24372673 | 3/4/2019 | PHONE LEASE | \$ 498.00 |
| 23825091 | 12/3/2018 | PHONE LEASE | \$ 498.00 |
| 24004871 | 1/2/2019 | PHONE LEASE | \$ 697.60 |
| 24198210 | 2/4/2019 | PHONE LEASE | \$ 647.80 |
| | | | <u>\$ 2,141.40</u> |

Comments:

Vendor not contacted for unused Toshiba telephone lease contract. The Toshiba phone lease was continuing to be paid for the almost 3 months the phones were unusable. Contract still paid for every month; long after it was determined that PCAM would get new phones and no longer need/use the Toshiba phones moving forward.



Return Service Requested

Check here for change of address (see reverse for details)

Remittance Section

310

| | |
|---------------------|-----------------|
| Invoice Number: | 23825091 |
| Agreement Number: | 011-0738282-000 |
| Invoice Print Date: | 12/03/2018 |
| Due Date: | 12/27/2018 |
| Current Charges: | \$498.00 |
| Past Due Amount: | \$547.80 |
| Total Due: | \$1,045.80 |

Use enclosed envelope and make check payable to:

ATTN: ACCOUNTS PAYABLE
PITTSBURGH FILM MAKERS INC.
477 MELWOOD AVE
PITTSBURGH PA 15213-1135

GreatAmerica Financial Svcs.
PO Box 660831
Dallas, TX 75266-0831

00001107382820000000002382509100000000001045800

00001107382820000000002382509100000000001045800

Keep lower portion for your records - Please return upper portion with your payment



GreatAmerica Financial Svcs.
PO Box 660831
Dallas, TX 75266-0831

| | |
|-----------------|------------|
| Invoice Number: | 23825091 |
| Due Date: | 12/27/2018 |
| Total Due: | \$1,045.80 |

Important Messages

Your payment is past due. Please remit the total due. If you wish to complete a check-by-phone payment, please call the customer support number on this invoice. This option is provided to you for a nominal fee.

The amount invoiced includes a renewal payment on an agreement that is in renewal. You may wish to consider alternatives available under the agreement. If so, please call the customer support number on this invoice. Otherwise, the agreement will continue in renewal under the terms of the agreement. It is your responsibility to remove all confidential information from all storage media devices (e.g. - disk drives, hard drives, magnetic media, etc.) prior to exercising an end of term option under the agreement.

Invoice Detail

| | | | |
|-----------------------------------|--------|------|----------|
| Standard Payment | 498.00 | 0.00 | 498.00 |
| | | | \$498.00 |
| Subtotal of Current Charges | | | \$498.00 |
| Invoice 23825091 - Due 11/27/2018 | | | 547.80 |
| Subtotal of Past Due Charges | | | \$547.80 |

For questions about these charges, please call 866-203-2653 or visit www.AccountServicing.com. (Para Espanol, pida la extension 2344.)

Total Due

\$1,045.80

Dishonored Checks, Drafts Or Orders Shall Be Subject To A Surcharge Of \$30

Invoice #:
23825091

For questions about these charges, please call 866-203-2653 or visit www.AccountServicing.com. (Para Espanol, pida la extension 2344.)

Page 1



GreatAmerica Financial Svcs.
PO Box 660831
Dallas, TX 75266-0831

W-6389
Return Service Requested

Check here for change of address (see reverse for details)

ATTN: ACCOUNTS PAYABLE
PITTSBURGH FILM MAKERS INC
477 MELWOOD AVE
PITTSBURGH PA 15213-1135

Remittance Section

310

| | |
|---------------------|-----------------|
| Invoice Number: | 24004871 |
| Agreement Number: | 011-0738282-000 |
| Invoice Print Date: | 01/02/2019 |
| Due Date: | 01/27/2019 |
| Current Charges: | \$597.60 |
| Past Due Amount: | \$1,046.80 |
| Total Due: | \$1,643.40 |

Use enclosed envelope and make check payable to:

GreatAmerica Financial Svcs.
PO Box 660831
Dallas, TX 75266-0831

000011073828200000000024004871000000000001643402

Keep lower portion for your records - Please return upper portion with your payment



GreatAmerica Financial Svcs.
PO Box 660831
Dallas, TX 75266-0831

Important Messages

Your payment is past due. To avoid additional late charges, please remit total due immediately. If you wish to complete a check-by-phone payment, please call the customer support number on this invoice. This option is provided to you for a nominal fee.

The amount involved includes a renewal payment on an agreement that is in renewal. You may wish to consider alternatives available under the agreement. If so, please call the customer support number on this invoice. Otherwise, the agreement will continue in renewal under the terms of the agreement. It is your responsibility to remove all confidential information from all storage media/devices (e.g., disk drives, hard drives, magnetic media, etc.) prior to exercising an end of term option under the agreement.

Invoice Detail

| | 1 Late Charges For 12/01/2018 | | 49.80 | 0.00 | 49.80 |
|--|-------------------------------|--|--------|------|-----------------|
| | 2 Late Charges For 12/31/2018 | | 49.80 | 0.00 | 49.80 |
| | 3 Standard Payment | | 498.00 | 0.00 | 498.00 |
| | | | | | \$597.60 |

Subtotal of Current Charges

\$597.60

Invoice 23826081 - Due 12/27/2018
Invoice 23848861 - Due 11/27/2018

498.00

547.80

Subtotal of Past Due Charges **\$1,046.80**

For questions about these charges,
please call 866-803-2653 or visit
www.AccountServicing.com. (Para
Español, pida la extensión 2344.)

Total Due **\$1,643.40**

Bounced Checks, Drafts Or Orders Shall Be Subject To A Surcharge Of \$30

Invoice #
24004871

For questions about these charges, please call 866-803-2653 or visit www.AccountServicing.com. (Para Español,
pida la extensión 2344.)

Page 1



GreatAmerica Financial Svcs.
PO Box 660831
Dallas, TX 75266-0831

Return Service Requested

W-6389

Remittance Section

| | |
|---------------------|-----------------|
| Invoice Number: | 24198210 |
| Agreement Number: | 011-0738282-000 |
| Invoice Print Date: | 02/04/2019 |
| Due Date: | 02/27/2019 |
| Current Charges: | \$547.80 |
| Past Due Amount: | \$1,095.60 |
| Total Due: | \$1,643.40 |

Check here for change of address (see reverse for details)

Use enclosed envelope and make check payable to:

MDG2015 00014200 1 AB 0.41
ATTN: ACCOUNTS PAYABLE
PITTSBURGH FILM MAKERS INC
6300 5TH AVE
SHADYSIDE PA 15232-2922

524150-99-999-35

GreatAmerica Financial Svcs.
PO Box 660831
Dallas, TX 75266-0831

0000110738282000000000024198210000000000003643409

Keep lower portion for your records - Please return upper portion with your payment



GreatAmerica Financial Svcs.
PO Box 660831
Dallas, TX 75266-0831

| | |
|-----------------|------------|
| Invoice Number: | 24198210 |
| Due Date: | 02/27/2019 |
| Total Due: | \$1,643.40 |

Important Messages

Your payment is past due. To avoid additional late charges, please remit total due immediately. If you wish to complete a check-by-phone payment, please call the customer support number on this invoice. This option is provided to you for a nominal fee. The amount invoiced includes a renewal payment on an agreement that is in renewal. You may wish to consider alternatives available under the agreement. If so, please call the customer support number on this invoice. Otherwise, the agreement will continue in renewal under the terms of the agreement. It is your responsibility to remove all confidential information from all storage media devices (e.g. - disk drives, hard drives, magnetic media, etc.) prior to exercising an end-of-term option under the agreement.

Invoice Detail

| Agreement 011-0738282-000 | | Current Charges | | |
|---------------------------|-------------------------------|-----------------|------|----------|
| | 1 Late Charges For 01/31/2019 | 49.80 | 0.00 | 49.80 |
| | 2 Standard Payment | 498.00 | 0.00 | 498.00 |
| | | | | \$547.80 |

Subtotal of Current Charges

\$547.80

| Summary of Past Due Charges | |
|-----------------------------|----------------|
| Invoice 24004871 | Due 01/27/2019 |
| Invoice 23826091 | Due 12/27/2018 |

597.60

498.00

Subtotal of Past Due Charges

\$1,095.60

call for
copy →

called 2/25/19, emailing to us.

For questions about these charges,
please call 866-803-2653 or visit
www.AccountServicing.com. (Para
Español, pida la extensión 2344.)

| | |
|------------------|-------------------|
| Total Due | \$1,643.40 |
|------------------|-------------------|

Dishonored Checks, Drafts Or Orders Shall Be Subject To A Surcharge Of \$30

Vendor Balances for Pittsburgh Filmmakers_Pittsburgh Center for the Arts

Vendor: cashpet - PETTY CASH

Vendor Balance: 0.00

*Lookup**From: All**Activity*

| <u>Document Number</u> | <u>Document Date</u> | <u>Document Description</u> | <u>Amount Paid</u> |
|------------------------|----------------------|-----------------------------|---------------------------|
| 120718PC | 12/7/2018 | PETTY CASH FOR MELWOOD MOVE | \$ 800.00 |
| ADM121318 | 12/13/2018 | PETTY CASH | \$ 600.00 |
| | | | <u><u>\$ 1,300.00</u></u> |

Comments:

Procrastination and lack of planning lead to \$1300.00 in petty cash payments were distributed to last minute part-time workers at a rate of \$50/hour. Workers were scrambling to assist with the Melwood move in the final hours. This large expense was completely avoidable, had there been proper planning.

12/7/2018

PF/PCA Mail - Cash for Melwood Mover Crew



PF/PCA

John Fleming <jfleming@pfPCA.org>

Cash for Melwood Mover Crew

1 message

Dorinda Sankey <dsankey@pfPCA.org>

FrI, Dec 7, 2018 at 8:14 AM

To: John Fleming <jfleming@pfPCA.org>, Heidi Medina <hmedina@pfPCA.org>

Cc: Kaylyn Shearer <kshearer@pfPCA.org>

Hi John and Heidi:

I promised to pay folks \$50/hour to help clear out Melwood.

We are going to need some cash. Kaylyn brought her mom early this week, so she needs paid \$300. And Jason Thomas worked with Ms Joy on Monday also. Jason and his companions are putting in hours on Saturday to finish getting stuff in dumpster. So we will need to give Jason and crew payment.

Can we give cash? Today?

Dorinda Sankey
Chief Administrative Officer
dsankey@pfPCA.org

1

?F/PCA Mail - Cash for Labor!

<https://mail.google.com/mail/u/0/?ik=af31b6015c&view=pt&search..>

PF/PCA

John Fleming <jfleming@pfpcas.org>

Cash for Labor!

Kaylyn Shearer <kshearer@pfpcas.org>
To: John Fleming <jfleming@pfpcas.org>
Cc: Dorinda Sankey <dsankey@pfpcas.org>

Thu, Dec 13, 2018 at 7:35 AM

Hi John!

Here's how I dispersed the cash! I can also give you a written receipt:

Denice Shearer - \$300 (\$50/hour, 6 hours)

Jason Baldinger - \$300 (\$50/hour, 6 hours)

Jason Thomas - \$200 (\$50/hour, 4 hours)

Also, tomorrow we are having my mother come with her large pick up truck to help move some things over to PCA/clear out/organize the first floor. I believe Jason will be coming on Sunday or Monday to help also. Can we have cash ready to pay them? I'm guessing that both will help for 4 hours or so, so I think \$500 would be fine!

Doninda, can you please approve this?

Thank you!

Kaylyn Shearer
Visitor Services/
Administrative Coordinator
PF/PCA
412-681-5449, Ext. 210, PF
412-361-0455, Ext. 337, PCA



PF/PCA

Vendor Balances for Pittsburgh Filmmakers_Pittsburgh Center for the Arts

Vendor: OTISELE - OTIS ELEVATOR COMPANY

Vendor Balance: 480.64

*Lookup**From: All**Activity*

| <u>Document</u> | <u>Document Date</u> | <u>Document Description</u> | <u>Amount Paid</u> |
|-----------------|----------------------|-----------------------------|-------------------------|
| <u>Number</u> | | | |
| NBP06172X119 | 12/20/2018 | PF ELEVATOR | \$ 240.32 |
| NBP06172X219 | 1/20/2019 | PF ELEVATOR | \$ 240.32 |
| NBP06172X319 | 2/20/2019 | PF ELEVATOR | \$ 240.32 |
| | | | <u><u>\$ 720.96</u></u> |

Comments:

OTIS Elevator was never contacted regarding the termination of the service contract for the Melwood elevator. PCAMended up paying for 3 months of service on an elevator in a building the company no longer owned.



One Farm Springs
Farmington, CT 06032

| | | |
|--------------|----------|--------------|
| CUSTOMER NO. | DATE | INVOICE NO. |
| 628363 | 12/20/18 | NBP06172X119 |

INVOICE

Mail payment to:

IN - 6335

| |
|---------------------------------|
| AMOUNT DUE ON SERVICE CONTRACT: |
| 240.32 |

Enclose This Coupon With Your Payment.
Make Check Payable To:
OTIS ELEVATOR COMPANY

OTIS ELEVATOR COMPANY
P.O. BOX 73579
CHICAGO IL
60673-7579

AB 01 001661 20941 B 6 A
PITTSBURGH FILMMAKERS
ATTN: FINANCE OFFICE
6300 FIFTH AVENUE
PITTSBURGH PA 15232-2922

PLEASE SEND CORRESPONDENCE TO YOUR LOCAL OFFICE AS SHOWN BELOW

NBP06172X119 0000024032 2

DETACH RETURN DOCUMENT ALONG PERFORATION

INVOICE

OTIS ELEVATOR ** SERVICE CONTRACT CHARGES **

| | | |
|--------------|----------|--------------|
| CUSTOMER NO. | DATE | INVOICE NO. |
| 628363 | 12/20/18 | NBP06172X119 |

BUILDING NBP499883 PITTSBURGH FILMMAKERS
CONTRACT NBP06172X
FORMER CONTRACT # 01837 FORMER CUSTOMER # 00001837

SERVICE FROM 01/01/19 TO 01/31/19 240.32
TOTAL CURRENT CHARGES DUE 240.32

52456-99-816-80

FOR ANY QUESTIONS CONCERNING THIS INVOICE, CONTACT OTIS AT: 1-412-788-5824
OR WRITE OTIS ELEVATOR 4499 CAMPBELL'S RUNS ROAD PITTSBURGH PA 15205
PAYMENT DUE UPON RECEIPT- PLEASE PAY PROMPTLY

WE CERTIFY THAT THE GOODS WERE PRODUCED IN COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS OF SECTIONS 5, 7 AND 12 OF THE FAIR LABOR STANDARDS ACT, AS AMENDED, AND OF REGULATIONS AND ORDERS OF THE UNITED STATES DEPARTMENT OF LABOR ISSUED UNDER SECTION 14 THEREOF.
OVERDUE PAYMENTS SHALL BEAR AN INTEREST CHARGE ON THE OVERDUE AMOUNT CALCULATED FROM THE PAYMENT DUE DATE OF THE INVOICE AT THE RATE OF ONE AND ONE HALF PERCENT (1.5%) PER MONTH OR THE MAXIMUM RATE ALLOWED BY APPLICABLE LAW, WHICHEVER IS LESS.



One Farm Springs
Farmington, CT 06032

INVOICE

| CUSTOMER NO. | DATE | INVOICE NO. |
|---------------------------------|----------|--------------|
| 628363 | 01/21/19 | NBP06172X219 |
| AMOUNT DUE ON SERVICE CONTRACT: | | |
| 240.32 | | |

Enclose This Coupon With Your Payment.
Make Check Payable To:
OTIS ELEVATOR COMPANY

Mail payment to:

OTIS ELEVATOR COMPANY
P.O. BOX 73579
CHICAGO IL
60673-7579

AB 01 001305 65788 B 5 C

PITTSBURGH FILMMAKERS
ATTN: FINANCE OFFICE
6300 FIFTH AVENUE
PITTSBURGH PA 15232-2922

PLEASE SEND CORRESPONDENCE TO YOUR LOCAL OFFICE AS SHOWN BELOW

NBP06172X219 0000024032 7

DETACH RETURN DOCUMENT ALONG PERFORATION

INVOICE

OTIS ELEVATOR ** SERVICE CONTRACT CHARGES **

| CUSTOMER NO. | DATE | INVOICE NO. |
|--------------|----------|--------------|
| 628363 | 01/21/19 | NBP06172X219 |

BUILDING NBP499883 PITTSBURGH FILMMAKERS
CONTRACT NBP06172X
FORMER CONTRACT # 01837 FORMER CUSTOMER # 00001837
SERVICE FROM 02/01/19 TO 02/28/19 240.32
TOTAL CURRENT CHARGES DUE 240.32

FOR ANY QUESTIONS CONCERNING THIS INVOICE, CONTACT OTIS AT: 1-412-788-5824
OR WRITE OTIS ELEVATOR 4499 CAMPBELLS RUNS ROAD PITTSBURGH PA 15205
PAYMENT DUE UPON RECEIPT - PLEASE PAY PROMPTLY

WE CERTIFY THAT THE GOODS WERE PRODUCED IN COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS OF SECTIONS 6, 7 AND 12 OF THE FAIR LABOR STANDARDS ACT, AS AMENDED, AND OF REGULATIONS AND ORDERS OF THE UNITED STATES DEPARTMENT OF LABOR ISSUED UNDER SECTION 14 HEREOF.
OVERDUE PAYMENTS SHALL BEAR AN INTEREST CHARGE ON THE OVERDUE AMOUNT CALCULATED FROM THE PAYMENT DUE DATE OF THE INVOICE AT THE RATE OF ONE AND ONE HALF PERCENT (1.5%) PER MONTH OR THE MAXIMUM RATE ALLOWED BY APPLICABLE LAW, WHICHEVER IS LESS.

Otis Elevator
 5500 Village Blvd, Suite 102
 West Palm Beach, FL 33407

Customer No. 628363 Statement Date 3/8/2019 Amount Due 720.96

STATEMENT

Mail payment to:
Otis Elevator Company
 PO Box 73579
 Chicago, IL 60673-7579

Pittsburgh Filmmakers
 ATTN: FINANCE OFFICE
 6300 FIFTH AVENUE
 PITTSBURGH, PA 15232

Please provide your name, phone number and/or email address
 should we have any questions on how to apply your payment:

STATEMENT

For any questions concerning this statement, please contact:
 412-788-5824 x15 or rachelle.smith@otis.com

Page 1 of 1

| Building Reference: | PITTSBURGH FILMMAKERS | Customer No. 628363 | Statement Date 3/8/2019 | Amount Due 720.96 |
|--------------------------------|------------------------------------|----------------------------|----------------------------|-----------------------|
| Invoice Number NBP06172X119 | Document Type Service O Invoice | Invoice Date 12/20/2018 | Gross Amount 240.32 | Open Amount 240.32 |
| NBP06172X219 | Service O Invoice | 1/21/2019 | 240.32 | 240.32 |
| NBP06172X319 | Service O Invoice | 2/20/2019 | 240.32 | 240.32 |

Above, please find your latest statement of account. This statement does not include invoices turned over to a third party for collection.
 Disputed invoices are under investigation. Please remit payment to the address above, if you have already paid, thank you.
 Collection data is reported to Dun & Bradstreet.

Vendor Balances for Pittsburgh Filmmakers_Pittsburgh Center for the Arts

Vendor: PTSPROV - PTS PROVIDERS

Vendor Balance: 0.00

*Lookup**From: All**Activity*

| <u>Document Number</u> | <u>Document Date</u> | <u>Document Description</u> | <u>Amount Paid</u> |
|------------------------|----------------------|-----------------------------|-------------------------|
| P115124024 | 2/6/2019 | PAYPHONE STOLEN/LOST | \$ 500.00 |
| | | | <u><u>\$ 500.00</u></u> |

Comments:

Stolen pay phone- when a man came to take the pay phone at the Melwood building off the wall, no one asked for any credentials or a receipt. PCAM was then liable for a \$500.00 fine, because the person who came to collect the pay phone, In fact, did not work for Pacific Telecom.

PTS Providers Inc

3130 Crow Canyon Place
Suite 210
CA 94583

Invoice

| | |
|----------|------------|
| Date | Invoice # |
| 2/5/2019 | P115124024 |

Bill To

Pittsburgh FilMakers
477 Melwood Ave
Pittsburgh PA 15213-1135
Attn: Dorinda Sankey

1 N - 6389

need w-q

emailed 2/25

S1350-99-999-35

| Quantity | Description | Rate | Amount |
|----------|---|--------|--------|
| 1 | Payphone ANI 412-682-9256 lost/ stolen Any questions regarding invoice please contact Cindy at cindyd@ptsproviders.com or 800-930-5309 | 500.00 | 500.00 |
| | | | |

Vendor Balances for Pittsburgh Filmmakers_Pittsburgh Center for the Arts

Vendor: VERIZON - VERIZON

Vendor Balance: 0.00

Lookup
From: All
Activity

| <u>Document Number</u> | <u>Document Date</u> | <u>Document Description</u> | <u>Amount Paid</u> |
|------------------------|----------------------|--|-------------------------|
| 112118VZ | 11/21/2018 | 450062816000199 | 45.69 |
| 112718VZ | 11/27/2018 | 450062904000135 MARSHALL | \$ 73.22 |
| 122118VZ | 12/21/2018 | ACCT# 450-062-816-0001-99 - 6300 FIFTH AVE - MARSHALL PHONES | \$ 45.61 |
| 122718VZ | 12/27/2018 | 450-062-904-0001-35 6300 5TH AVE - MARSHALL BUILDING | \$ 73.22 |
| 012119VZ | 1/21/2019 | 450062816000199 | \$ 44.57 |
| 022119VZ | 2/21/2019 | AACT# 450-062-816-0001-99 - MARSHALL TELEPHONE | \$ 77.03 |
| | | | <u>\$ 359.34</u> |

Comments:

Vendor not contacted for unused telephone services contract. Before the switch to Consolidated Communications, PCAM paid for phone services that went unused due to the fact that the Marshall & Scalfe buildings did not have working telephones for almost 3 months.



Primary Phone: 412-361-1842 127
Account Number: 450-062-816-0001-99
Bill Date: November 21, 2018



2023-9-9 9:33

Your payment is due!

\$45.69

Total Due by December 17

◆ Take action

- New Account Number!
- We have a new billing system, so your account number changed.
- Old number: 4123611842127.
- New number: 460-062-816-0001-99.
- Your old account number will only appear for a limited time.
- Update your bank with your new account number if you use online banking. If you mail your payment, be sure to include the new account number on your remittance.

↑ This month's charges

| | |
|---------------------------------|----------------|
| Services & Equipment | \$28.56 |
| Your One-Time Activities | \$10.43 |
| Fees & Other Charges | \$6.70 |
| Total Due by December 17 | \$45.69 |

Offers & benefits

Business Internet

Add Verizon Business Internet to your existing phone service and get a great price with a 2-yr agmt. Ask how you can save \$60 on our security and cloud services, along with our Business Preferred package including tech support & inside wire maintenance. Call 1-833-432-8887. Terms apply.

We're here to help

Call today to review your business account with a Verizon business specialist. Our products, support and reliability can make a powerful difference for your small business. That's why small business owners rely on Verizon. Call 1-833-432-8887 today.

Return only this stub with your payment. We will not review or honor other written notifications. Visit verizon.com.

Account Number: 450-062-816-0001-99

Total Due by Dec 17, 2018: \$45.69 **142118**
Make check payable to Verizon

\$

00018965 01 AV 0375 K0112111 0067 XX
PITTSBURGH FILM MAKERS
6300 5TH AVE
PITTSBURGH PA 15232-2922

.....

VERIZON
PO BOX 15124
ALBANY NY 12212-5124

VS 450062816000199 000000000000 0000000045690



PGHCTRFORARTS

Primary Phone: 412-361-8338
Account Number: 450-062-904-0001-35
Bill Date: November 27, 2018



Get answers fast

- Visit verizon.com/business
- Call 1-800-Verizon (1-800-837-4966)

1 N - 6307

Your payment is due:

\$73.22

Total Due by December 24

52920-99-110-35

pt. Marshall

↑ This month's charges

| | |
|---------------------------------|----------------|
| Services & Equipment | \$38.40 |
| Your One-Time Activities | \$10.00 |
| Fees & Other Charges | <u>\$24.82</u> |
| Total Due by December 24 | \$73.22 |

Offers & benefits

Business Internet

Add Verizon Business Internet to your existing phone service and get a great price with a 2-yr agmt. Ask how you can save \$60 on our security and cloud services, along with our Business Preferred package including tech support & Inside wire maintenance. Call 1-888-328-2376. Terms apply.

We're here to help

Call today to review your business account with a Verizon business specialist. Our products, support and reliability can make a powerful difference for your small business. That's why small business owners rely on Verizon. Call 1-888-543-0032 today.

Return only this stub with your payment. We will not review or honor other written notifications. Visit verizon.com.

Account Number: 450-062-904-0001-35

Total Due by Dec 24, 2018: \$73.22 112738
Make check payable to Verizon

\$.

00015408 01 AV 0.375 KB112711 0059 XX
PGII CTR FOR ARTS
ATTN ROY HACKENBERG
6300 6 AVE
PITTSBURGH PA 15232-2922

VERIZON
PO BOX 15124
ALBANY NY 12212-5124

VS 450062904000135 000000000000 0000000873221



RIGHT INFORMATION
Primary Phone: 412-361-8338
Account Number: 460-062-904-0001-36
Bill Date: December 27, 2018



Get answers fast

- Visit verizon.com/business
- Call 1-800-Verizon (1-800-837-4966)

Your payment is due:

\$73.22

Total Due by January 21

INV-6330

↑ This month's charges

| | |
|--------------------------------|----------------|
| Services & Equipment | \$38.40 |
| Your One-Time Activities | \$10.00 |
| Fees & Other Charges | \$24.82 |
| Total Due by January 21 | \$73.22 |

Offers & benefits

Special notice

We are upgrading our network in your area to 100% fiber-optics. Call 1-888-802-8039 to move your voice services to the new fiber network at no cost to you. We also have special Fios Internet offers available. Taxes, fees & terms apply.

We're here to help

Call today to review your business account with a Verizon business specialist. Our products, support and reliability can make a powerful difference for your small business. That's why small business owners rely on Verizon. Call 1-888-543-0032 today.

Return only this stub with your payment. We will not review or honor other written notifications. Visit verizon.com.

Account Number: 450-062-904-0001-35

Total Due by Jan 21, 2019: \$73.22 122718

Make check payable to Verizon

\$

00015046 01 AV 0.375 KB122711 0060 XX

PGH CTR FOR ARTS

ATTN ROY HACKENBERG

6300 5 AVE

PITTSBURGH PA 15232-2922

وَالْمُؤْمِنُونَ الْمُؤْمِنَاتُ الْمُؤْمِنَاتُ الْمُؤْمِنَاتُ الْمُؤْمِنَاتُ الْمُؤْمِنَاتُ

VERIZON
PO BOX 15124
ALBANY NY 12212-5124

V5 450062904000135 000000000000 0000000073221



PITTSBURGH FILM MAKERS
 Primary Phone: 412-361-1842 127
 Account Number: 450-062-816-0001-99
 Bill Date: January 21, 2019



Get answers fast
 • Visit verizon.com/business
 • Call 1.800.440.8000

1111-6367

Your payment is due:

\$44.57

Total Due by February 15

52920.99-110.80

Take action

- New Account Number!
- We have a new billing system, so your account number changed.
- Old number: 4123611842127.
- New number: 450-062-816-0001-99.
- Your old account number will only appear for a limited time.
- Update your bank with your new account number if you use online banking. If you mail your payment, be sure to include the new account number on your remittance.

This month's charges

| | |
|---------------------------------|----------------|
| Services & Equipment | \$28.65 |
| Your One-Time Activities | \$9.45 |
| Requested Change In Service | -\$0.01 |
| Fees & Other Charges | \$6.58 |
| Total Due by February 15 | \$44.57 |

Offers & benefits

Are You Ready?

Get a Fios Internet bundle and get the bandwidth you need for all your devices. Fios delivers a 100% fiber-optic network straight to your business, giving you the speed you need to share large files. Call 1-833-432-8885 today to order and ask about special offers. Terms apply.

We're here to help

Call today to review your business account with a Verizon business specialist. Our products, support and reliability can make a powerful difference for your small business. That's why small business owners rely on Verizon. Call 1-833-432-8887 today.

Return only this stub with your payment. We will not review or honor other written notifications. Visit verizon.com.

Account Number: 450-062-816-0001-99

Total Due by Feb 15, 2019: \$44.57 012119
 Make check payable to Verizon

\$ _____

00018112 01 AV 0.375 KB012111 0075 XX
 PITTSBURGH FILM MAKERS
 6300 5TH AVE
 PITTSBURGH PA 15232-2922

1111-6367

VERIZON
 PO BOX 15124
 ALBANY NY 12212-5124

V5 450062816000199 00000000000 000000044578



PITTSBURGH FILM MAKERS
Primary Phone: 412-361-1842 127
Account Number: 450-062-816-0001-99
Bill Date: February 21, 2019

Get answers fast

- Visit verizon.com/business
- Call 1.800.440.8000

Your payment is due:

\$77.03

Total Due by March 10

Your services have been disconnected. Any new charges or credits will appear on your next bill.

◆ Take action

- New Account Number!
- We have a new billing system, so your account number changed.
- Old number: 4123611842127.
- New number: 460-062-816-0001-99.
- Your old account number will only appear for a limited time.
- Update your bank with your new account number if you use online banking. If you mail your payment, be sure to include the new account number on your remittance.

↑ This month's charges

| | |
|------------------------------|----------------|
| Your One-Time Activities | \$91.89 |
| Requested Change in Service | -\$20.71 |
| Fees & Other Charges | \$5.85 |
| Total Due by March 18 | \$77.03 |

Offers & benefits

We're here to help

Call today to review your business account with a Verizon business specialist. Our products, support and reliability can make a powerful difference for your small business. That's why small business owners rely on Verizon. Call 1.833.432.8897 today.

Stop missing calls

Add another crystal clear voice phone line today. Avoid missing important calls because your line is busy or calls are being forwarded to voice mail. Keep in touch with your customers and grow your business. Call 1-888-432-8887 today.

11. We will not review or honor other written notifications. Visit verizon.com.

Account Number: 450-062-816-0001-99

Page 1 of 11 10/2010

\$77.03 022319

Total Due by May 10, 2010.

\$

00017785 01 AV 0.380 KB022111 0064 XX
PITTSBURGH FILM MAKERS
6300 5TH AVE
PITTSBURGH, PA 15232-2922



VERIZON
PO BOX 15124
ALBANY NY 12212-5124

46 450062816000199 000000000000 000000077032

Vendor Balances for Pittsburgh Filmmakers, Pittsburgh Center for the Arts

Vendor: SHEAKAY - KAYLYN SHEARER

Vendor Balance: 0.00

Lookup

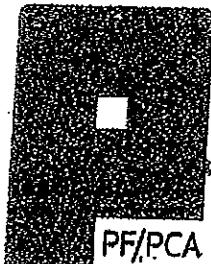
From: All

Activity

| <u>Document</u> <u>Number</u> | <u>Document Date</u> | <u>Document Description</u> | <u>Amount Paid</u> |
|----------------------------------|----------------------|---|-------------------------|
| 010219KS | 1/2/2019 | BONUS FOR MELWOOD MOVE - KAYLYN SHEARER | \$ 300.00 |
| | | | <u><u>\$ 300.00</u></u> |

Comments:

Kaylyn Shearer was awarded a \$300.00 bonus for her "exceptional work" in coordinating the Melwood move. Supporting documents in this report will show that, in fact, her efforts were subpar at best.



PITTSBURGH FILMMAKERS
477 Melwood Avenue > Pittsburgh, PA 15213
412-681-5449

PITTSBURGH CENTER FOR THE ARTS
6300 Fifth Avenue o Pittsburgh, PA 15232
412-361-0873

pfeca.org

INV-6330

Check Request

Date Submitted: Jan 2, 2019 Date Needed: January

Payee: Kaylyn Gherer

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ SSAN/Business ID: _____

Amount requested: \$ 300.00

| GL Account | Grant | Program | Dept. | Amount |
|------------|-------|---------|-------|------------------|
| | | | | <u>\$ 300.00</u> |
| | | | | |
| | | | | |
| | | | | |

Reason for Check: Bonus for Melwood Prep for Selling

Select One: Return check to me Mail directly from accounting

Select One: Manual Check Run on AP regular schedule

Requested By: Kaylyn Gherer

Title: Office

Date: Jan 2, 2019

Approved By: _____

Title: _____

Date: _____

Lookup From: All Activity

Vendor Balances for Pittsburgh Filmmakers_Pittsburgh Center for the Arts
Vendor: PITTCOMP - PITTSBURGH COMPUTERS AND PROGRAMMING CO.
Vendor Balance: 0.00

| Document Number | Document Date | Document Description | Amount Paid |
|----------------------------|---------------|----------------------|-------------|
| 1301 | 3/8/2013 | DATABASE | \$ 1,000.00 |
| 1302 | 3/15/2013 | DATABASE | \$ 1,000.00 |
| 1303 | 3/29/2013 | DATABASE | \$ 2,000.00 |
| 1304 | 4/7/2013 | DATABASE | \$ 2,000.00 |
| 1305 | 4/26/2013 | DATABASE | \$ 2,000.00 |
| 1306 | 5/10/2013 | DATABASE | \$ 2,000.00 |
| 1307 | 5/24/2013 | DATABASE | \$ 2,000.00 |
| 1308 | 6/7/2013 | DATABASE | \$ 2,000.00 |
| 1309 | 6/21/2013 | DATABASE | \$ 2,000.00 |
| 1310 | 7/8/2013 | DATABASE | \$ 2,000.00 |
| 1311 | 7/19/2013 | DATABASE | \$ 2,000.00 |
| 1312 | 8/2/2013 | DATABASE | \$ 2,000.00 |
| 1313 | 8/16/2013 | DATABASE | \$ 2,000.00 |
| 1314 | 8/30/2013 | DATABASE | \$ 2,000.00 |
| 1315 | 9/17/2013 | DATABASE | \$ 2,000.00 |
| 1316 | 9/30/2013 | DATABASE | \$ 2,000.00 |
| 1317 | 10/11/2013 | DATABASE | \$ 2,000.00 |
| 1318 | 10/25/2013 | DATABASE | \$ 2,000.00 |
| 1319 | 11/8/2013 | DATABASE | \$ 2,000.00 |
| 1320 | 12/6/2013 | DATABASE | \$ 4,000.00 |
| 1321 | 12/20/2013 | DATABASE | \$ 2,000.00 |
| 1322 | 1/3/2014 | DATABASE | \$ 2,000.00 |
| 1323 | 1/17/2014 | DATABASE | \$ 2,000.00 |
| 1324 | 2/5/2014 | DATABASE | \$ 2,000.00 |
| 1326 | 2/28/2014 | DATABASE | \$ 2,000.00 |
| 1327 | 3/7/2014 | DATABASE | \$ 2,000.00 |
| <u>\$ 52,000.00</u> | | | |

Comments:

In February 2013, during Charlie Humphrey's leadership, Dorinda Sankey signed a \$52,000.00 agreement with Pittsburgh Computer to build and manage a database for PFFCA, with a planned completion date of March 2014. PFFCA paid in full the \$52,000.00, but never received a finished product. When asked why this was paid for and never completed, Dorinda claimed she was not at fault, because "she is not an IT person"

Dorinda presented another database project to both Pete Mendez and Germaine Williams, but both of them turned her down, due to her history & lack of knowledge in that area.

Currently, she has signed another database agreement with SalesForce.

Vendor Balances for Pittsburgh Filmmakers_Pittsburgh Center for the Arts

Vendor: CMITSOL - CMIT SOLUTIONS OF PITTSBURGH NORTH

Vendor Balance: 19,800.00

*Lookup**From: All**Activity*

| <u>Document Number</u> | <u>Document Date</u> | <u>Document Description</u> | <u>Amount Paid</u> |
|------------------------|----------------------|--------------------------------|----------------------------|
| 4881 | 2/1/2019 | CMIT MARATHON PERFORMANCE PLUS | \$ 3,960.00 |
| | 1/1/2019 | CMIT MARATHON PERFORMANCE PLUS | \$ 3,960.00 |
| | 12/1/2018 | CMIT MARATHON PERFORMANCE PLUS | \$ 3,960.00 |
| | 11/1/2018 | CMIT MARATHON PERFORMANCE PLUS | \$ 3,960.00 |
| | 10/1/2018 | CMIT MARATHON PERFORMANCE PLUS | \$ 3,960.00 |
| | 9/1/2018 | CMIT MARATHON PERFORMANCE PLUS | \$ 3,960.00 |
| | 8/1/2018 | CMIT MARATHON PERFORMANCE PLUS | \$ 3,960.00 |
| | 7/1/2018 | CMIT MARATHON PERFORMANCE PLUS | \$ 3,960.00 |
| | 6/1/2018 | CMIT MARATHON PERFORMANCE PLUS | \$ 3,960.00 |
| | 5/1/2018 | CMIT MARATHON PERFORMANCE PLUS | \$ 3,960.00 |
| | | | <u><u>\$ 39,600.00</u></u> |

Comments:

CMIT held a service contract with PCAM for IT consulting. Their services went unused for 10 months. This nearly \$40,000 expense could have been avoided had the administrator simply contacted the company to terminate the contract.



CMIT Solutions of Pittsburgh North
1612 Twin Oaks Drive
Sewickley, PA 15143

Invoice

| Date | Invoice # |
|----------|-----------|
| 2/1/2019 | 4881 |

Bill To

PF/PCA
Ms. Dorinda Sankey
Director of Administration
477 Melwood Avenue
Pittsburgh, PA 15213

INV-6348
Paid in full
2/20/19

| P.O. No. | Terms | Due Date | Account | Project |
|---|----------------|----------|------------------|-------------|
| | Due on receipt | 2/1/2019 | | |
| Description | | Qty | Rate | Amount |
| Pending Invoice #4820 dated 1/2/2019 | | | 35,640.00 | 35,640.00 |
| CMIT Marathon Performance Plus Proactive Computer/Network Monitoring Servers/AVMS/Workstations Server and Workstation Monitoring (24x7) Servers and Workstations Preventative Maintenance Unlimited Helpdesk & Remote Monitoring Monthly Monitoring Status Reports for all systems being monitored | | | 3,960.00 | 3,960.00 |
| Period Covered 2/1/2019 to 2/28/2019 | | | | |
| Sales Tax | | | 7.00% | 0.00 |
| Please mail payments to: CMIT Solutions of Pittsburgh North 1612 Twin Oaks Dr, Sewickley, PA 15143 | | | Total | \$39,600.00 |
| | | | Payments/Credits | \$0.00 |
| | | | Balance Due | \$39,600.00 |

| |
|------------------------------|
| E-mail |
| pitt-north@omitsolutions.com |

UPMC Health Plan Premium Overpayment
(7/31/17 - 12/31/18)

| <u>Employee</u> | <u>Termination Date</u> | <u>Premium Paid After Termination</u> | <u>Premium Refunded</u> | <u>Unrefundable (Lost) Premium</u> |
|-----------------|-------------------------|---------------------------------------|-------------------------|------------------------------------|
| Biscotti | 8/24/2018 | \$ 553.40 | \$ (553.40) | \$ - |
| Bonello | 6/7/2017 | \$ 1,674.58 | \$ (1,267.93) | \$ (406.65) |
| Bugai | 8/31/2017 | \$ 2,130.23 | \$ (1,227.77) | \$ (902.46) |
| Cantine | 6/30/2018 | \$ 2,375.48 | \$ (2,375.48) | \$ - |
| Cooper | 9/1/2017 | \$ 2,605.79 | \$ (1,760.82) | \$ (845.97) |
| Goshinski | 4/3/2018 | \$ 1,487.89 | \$ (1,121.40) | \$ (366.49) |
| Howard | 9/11/2017 | \$ 3,400.89 | \$ (2,288.67) | \$ (1,112.22) |
| Latusick | 6/30/2017 | \$ 1,227.77 | \$ (926.95) | \$ (300.82) |
| Medwid | 7/31/2017 | \$ 2,273.88 | \$ (1,150.92) | \$ (1,127.96) |
| Perry | 7/31/2018 | \$ 1,527.30 | \$ (1,527.30) | \$ - |
| Stokes | 5/25/2018 | \$ 1,155.61 | \$ (550.04) | \$ (565.57) |
| Williams | 7/12/2018 | \$ 1,543.60 | \$ (1,543.60) | \$ - |
| TOTAL | | \$ 21,962.42 | \$ (16,334.28) | \$ (5,628.14) |

Comments:

Due to mismanagement/incompetence, premiums were continuing to be paid on employees that no longer were employed at PFPCA. We forwarded UPMC \$21,962.42, only received back \$16,334.28. Free Loan (we actually paid them) \$5,628.14.

Given at a time where we had a cash crunch, free capital not available

Lookup From: All Activity

Vendor Balances for Pittsburgh Filmmakers - Pittsburgh Center for the Arts

Vendor: OXFODEV - Oxford Development

Vendor Balance: 52,219.54

| Month | Document Description | Administrative Charge |
|--------|---------------------------|-----------------------------|
| Jun-16 | OXFORD ADMINISTRATIVE FEE | \$ 4,481.00 |
| Jul-16 | OXFORD ADMINISTRATIVE FEE | 4,481.00 |
| Aug-16 | OXFORD ADMINISTRATIVE FEE | 4,481.00 |
| Sep-16 | OXFORD ADMINISTRATIVE FEE | 4,481.00 |
| Oct-16 | OXFORD ADMINISTRATIVE FEE | 4,481.00 |
| Nov-16 | OXFORD ADMINISTRATIVE FEE | 4,481.00 |
| Dec-16 | OXFORD ADMINISTRATIVE FEE | 4,481.00 |
| Jan-17 | OXFORD ADMINISTRATIVE FEE | 4,481.00 |
| Feb-17 | OXFORD ADMINISTRATIVE FEE | 4,481.00 |
| Mar-17 | OXFORD ADMINISTRATIVE FEE | 4,481.00 |
| Apr-17 | OXFORD ADMINISTRATIVE FEE | 4,481.00 |
| May-17 | OXFORD ADMINISTRATIVE FEE | 4,481.00 |
| Jun-17 | OXFORD ADMINISTRATIVE FEE | 4,481.00 |
| Jul-17 | OXFORD ADMINISTRATIVE FEE | 4,481.00 |
| Aug-17 | OXFORD ADMINISTRATIVE FEE | 4,481.00 |
| Sep-17 | OXFORD ADMINISTRATIVE FEE | 4,481.00 |
| Oct-17 | OXFORD ADMINISTRATIVE FEE | 4,481.00 |
| Nov-17 | OXFORD ADMINISTRATIVE FEE | 4,481.00 |
| Dec-17 | OXFORD ADMINISTRATIVE FEE | 4,481.00 |
| Jan-18 | OXFORD ADMINISTRATIVE FEE | 4,481.00 |
| Feb-18 | OXFORD ADMINISTRATIVE FEE | 4,481.00 |
| Mar-18 | OXFORD ADMINISTRATIVE FEE | 4,481.00 |
| Apr-18 | OXFORD ADMINISTRATIVE FEE | 4,481.00 |
| May-18 | | \$ 4,481.00 |
| | | <u><u>\$ 107,544.00</u></u> |

Comments:

Redundant spending due to the fact that we already had a full-time salaried Director of Administration (Dorinda Sankey) tasked with handling all Facilities and Maintenance matters. There is no need for both a full-time employee and an outside consultant to handle Facilities matters.

Lookup From: All Activity

Vendor Balances for Pittsburgh Filmmakers_Pittsburgh Center for the Arts
 Vendor: ACUHUM - ACUTY HUMAN RESOURCES
 Vendor Balance: 0.00

| Document Number | Document Date | Document Description | Amount Paid |
|-----------------|---------------|---|---------------------|
| 1602-0516 | 5/10/2016 | Human Resources Professional Services- Monthly Retainer | \$ 1,975.00 |
| 1602-0616 | 6/10/2016 | Human Resources Professional Services- Monthly Retainer | \$ 1,975.00 |
| 1602-0716 | 7/10/2016 | Human Resources Professional Services- Monthly Retainer | \$ 1,975.00 |
| 1602-0816 | 8/10/2016 | Human Resources Professional Services- Monthly Retainer | \$ 1,975.00 |
| 1602-0916 | 9/10/2016 | Human Resources Professional Services- Monthly Retainer | \$ 1,975.00 |
| 1602-1016 | 10/10/2016 | Human Resources Professional Services- Monthly Retainer | \$ 1,975.00 |
| 1602-1116 | 11/10/2016 | Human Resources Professional Services- Monthly Retainer | \$ 1,975.00 |
| 1602-1216 | 12/10/2016 | Human Resources Professional Services- Monthly Retainer | \$ 1,975.00 |
| 1602-0117 | 1/10/2017 | Human Resources Professional Services- Monthly Retainer | \$ 1,975.00 |
| 1602-0217 | 2/10/2017 | Human Resources Professional Services- Monthly Retainer | \$ 1,975.00 |
| 1602-0317 | 3/10/2017 | Human Resources Professional Services- Monthly Retainer | \$ 1,975.00 |
| 1602-0417 | 4/10/2017 | Human Resources Professional Services- Monthly Retainer | \$ 1,975.00 |
| 1602-0517 | 5/1/2017 | Human Resources Professional Services- Monthly Retainer | \$ 1,975.00 |
| | | | \$ 25,675.00 |

Comments:

Redundant spending due to the fact that we already had a full-time salaried Director of Administration (Dorinda Sankey) tasked with handling all Human Resources matters. There is no need for both a full-time employee and an outside consultant to handle Human Resources in a company with less than 20 full-time employees.